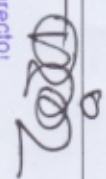


Central Meeting Schedule from January - December 2021

**Our Values:**  
We, in COAST, believe that the person who executes the decision and the individual who is influenced or affected by the decision have the right to express the options before the decision is made.

SI	Meeting title & venue	Month and Date	Frequency	Time	Major ToR	Secretariat
1.	Sr. Management Team Coordination Meeting (SMTCM) Venue: Principal Office.	Jan-4, Feb-8, Mar-8, Apr-5, May-3, Jun-7, Jul-5, Aug-9, Sep-6, Oct-4, Nov-8, Dec-6.	Monthly	1500-1700	<ul style="list-style-type: none"> <li>All directors (AD-DED) will attend the meeting.</li> <li>Executive Director will participate in the meeting.</li> <li>Program strategy, target, achievement and challenges with possible solutions will be discussed.</li> <li>Minutes will be produced and copy to AD-MEL&amp;HA.</li> </ul>	DED
2.	Principal Office Staff Coordination Meeting (POSCM) Venue: Principal Office.	Jan-18, Feb-22, Mar-22, Apr-19, May-24, Jun-21, Jul-26, Aug-23, Sep-20, Oct-18, Nov-22, Dec-20.	Monthly	1500-1700	<ul style="list-style-type: none"> <li>All staff including common service organizers of PO will attend in the meeting.</li> <li>Overall issues including services &amp; logistics will be discussed.</li> <li>Minutes will be produced and copy to JD-MEL&amp;HA.</li> <li>Selected female colleagues will participate.</li> <li>The overall gender, PSEA and safeguarding issues will be discussed</li> <li>Minutes will be produced and kept.</li> </ul>	Director-Admin & SR
3.	Central Gender Coordination Meeting (CGCM) Venue: Principal Office.	Mar 28 Jun 27 Sep 26 Dec 26	Quarterly	1100-1300	<ul style="list-style-type: none"> <li>All PC/PM and M&amp;E will be the participants.</li> <li>Respective focal points, Director and Executive Director will also participate in the meeting.</li> <li>Monthly target &amp; achievement will be presented as well as actions and next planning will be initiated from this meeting.</li> <li>Minutes will also be to Director and Executive Director.</li> </ul>	DD-GT&CR
4.	Project Progress Monitoring Meeting (PPMM) Venue: Principal Office.	Jan-13, Feb-17, Mar-16, Apr-13, May-11, Jun-16, Jul-14, Aug-17, Sep-15, Oct-13, Nov-17, Dec-14.	Monthly	1100-1300	<ul style="list-style-type: none"> <li>Project accounts and admin officers will be the participants.</li> <li>Accounts related issues will be discussed.</li> <li>The purchase progress and reports will be checked out.</li> <li>The minutes will come to the DED and Director-FC&amp;CA.</li> </ul>	JD-MEL&HA
5.	Project Accounts Coordination Meeting (PACM) Venue: Principal Office.	Jan-14, Feb-18, Mar-18, Apr-15, May-12, Jun-17, Jul-15, Aug-18, Sep-16, Oct-14, Nov-18, Dec-15.	Monthly	1100-1300	<ul style="list-style-type: none"> <li>All Managers-Internal Audit, Head-IA will be the participants</li> <li>Director-CP, Director-Admin &amp; SR, Executive Director will also participate in the meeting.</li> <li>Field and principal office audit findings will be discussed.</li> <li>The minutes will come to Director-ME&amp;IA.</li> </ul>	AD-FM (Mr Tariqul)
6.	Internal Auditors Meeting (IAM) Venue: Principal Office.	Jan-25, Feb-28, Mar-28, Apr-26, May-24, Jun-28, Jul-26, Aug-30, Sep-27, Oct-25, Nov-29, Dec-27.	Monthly	1500-1700	<ul style="list-style-type: none"> <li>C-Ent.D, Manager-Logistics, M-TS- Bhola and Cox's Bazar, VCF-PACE, RTIs will be the participants</li> <li>Director-CP, DED and/or Executive Director will also participate in the meeting.</li> <li>Enterprise Development issues will be discussed.</li> <li>The minutes will come to the Director-CP.</li> </ul>	AD-IA
7.	Enterprise Development Coordination Meeting (EDCM) Venue: Principal Office.	Jan-25, Feb-28, Mar-28, Apr-26, May-24, Jun-28, Jul-26, Aug-30, Sep-27, Oct-25, Nov-29, Dec-27.	Monthly	1100-1300	<ul style="list-style-type: none"> <li>C-Ent.D, Manager-Logistics, M-TS- Bhola and Cox's Bazar, VCF-PACE, RTIs will be the participants</li> <li>Director-CP, DED and/or Executive Director will also participate in the meeting.</li> <li>Enterprise Development issues will be discussed.</li> <li>The minutes will come to the Director-CP.</li> </ul>	AD-Ent.D

Sanaat K. Bhowmik  
Deputy Executive Director  
COAST Trust



30 DEC 2020



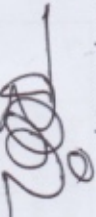
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Sl	Meeting title & venue	Month and Date	Frequency	Time	Major ToR	Secretariat
8.	Complaint Response Management Standing Committee (CRSC) Meeting. Venue: Principal Office.	Jan-18, Feb-22, Mar-22, Apr-19, May-20, Jun -21, Jul-15, Aug-23, Sep-20, Oct-18, Nov-22, Dec-20.	Monthly	1600-1700	<ul style="list-style-type: none"> <li>Central committee members will be the participants including the Executive Director and Director.</li> <li>Monthly complaints, responses and actions' compiled report will be presented and discussed.</li> <li>Minutes will also be to the CRSC members and circulated to all coast email withholding names.</li> </ul>	DD-GT&CR

**Meeting principles:**

1. Participants can recommend only to the issues raised in the meeting and the recommendation can be a decision if the responsible professionals reach to on agreement.
2. Secretariat is responsible to hold the meeting in due time and ensure the minutes by next 48 hours and ensure circulation where necessary, this is an open document.
3. Copies of all minutes to be sent to Monitoring and Evaluation Section and keeping another one in departmental file.
4. Meeting is the only forum where program issues will exclusively be discussed. Agenda like salary and other personal facilities cannot be discussed.
5. The selection of the participants and information will have to be sent to the participants by at least one month before of the meeting date and it will be done by respective secretariat.
6. Meeting preparation must be accomplished at least one day before of meeting.
7. Meetings will be for motivation, sharing experiences and improvisation of operational implementation.
8. Meeting secretariat must maintain dignity of individual participant, so, no negative criticism of individual in front of all. If it is done then be considered as offence.
9. Apart from this every week in each section will conduct a meeting.
10. Open secret method will be practiced in all the meetings.

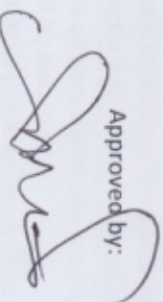
Proposed by:

  
30 DEC 2020

Sanat Kumar Bhowmik  
Deputy Executive Director

30 December, 2020

Approved by:



Rezaul Karim Chowdhury  
Executive Director

Rezaul Karim Chowdhury  
Executive Director  
COAST Trust

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